

OFFICE TECHNICIAN (TYPING)
VICTIM COMPENSATION PROGRAM
FINAL FILING DATE: May 11, 2007
PERMANENT/FULL-TIME
MONTHLY SALARY: \$2,598.00 - 3,157.00

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The VCGCB is comprised of approximately 300 employees who help administer the Victim Compensation and the Government Claims Programs. The Victim Compensation Program helps people who have been a victim of crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps members of the public resolve claims against the State. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under the general supervision of the Staff Services Manager II (SSM II) of the Victim Compensation Program (VCP), the Office Technician (Typing) provides administrative and clerical support for the SSM II and other management staff.

*****SPECIAL REQUIREMENT:** This position requires a typing certificate at a rate of not less than of 40 words per minute prior to being appointed to the Office Technician (Typing) classification.

SPECIAL CHARACTERISTICS AND/OR INTERPERSONAL SKILLS:

It is expected the incumbent will apply a high level of discretion, sensitivity, good judgment and professionalism while providing administrative support to staff in the Victim Compensation Program.

ESSENTIAL FUNCTIONS:

- Provides administrative and clerical support for the management staff in the VCP.
- Distributes mail and internal correspondence from the SSM II to the first line Managers; maintains office equipment, and requests necessary supplies; and routinely files documentation retained by the SSM II.
- Processes "Attorney Substitution or Change Requests" for VCP applicants.
- Processes requests for payment by attorneys where payments have not been made through the automated system.
- Receives VCP claim status requests from attorneys, forwards request to the appropriate team Manager for status, and independently prepares the response to the attorney for the SSM II signature.
- Maintains tracking systems for actions needed on VCP claims following board meetings, attorney maintenance, and attorney payments.
- Acts as the Attendance Clerk for the SSM II and section staff.



DESIRABLE QUALIFICATIONS:

- Ability to operate various office machines.
- Ability to follow oral and written directions.
- Ability to meet and deal tactfully with all levels of staff and the public and to communicate effectively.
- Knowledge and ability to use the personal computers.
- Knowledge of EXCEL, MS Outlook, and MS Word.
- Ability to handle and maintain confidential and sensitive information.
- Must be dependable and have excellent interpersonal and organizational skills.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY:

Qualified candidates in a reachable rank on an employment list for this classification, currently in this classification, have transfer eligibility to this classification, or have reinstatement rights to this classification. SROA and Surplus candidates are encouraged to apply. In addition to a State Application (Std. 678), candidates must submit a current resume and cover letter. Please indicate RPA # 07-178-VCP on the State Application. Applications will be reviewed for the most qualified candidates and interviews may be conducted.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Angela Ramirez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **